

\*\*\*\*\*DISPLAY BID\*\*\*\*\*

**BIDS SHALL BE PUBLICLY OPENED AT 2:00 P.M., PREVAILING ATLANTA, GA TIME, on November 3, 2008.**

**ISSUE DATE: October 30, 2008.**

**ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL JEFF MESSERSMITH (404) 605-9160, EXT. 109. NO COLLECT CALLS.**

### **SPECIFICATIONS**

U.S. Government Printing Office (GPO)  
Atlanta Regional Printing Procurement Office  
1888 Emery Street, NW  
Suite 110  
Atlanta, Georgia 30318-2542

**GPO CONTRACT TERMS:** Any contract that results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub.310.2, effective December 1, 1987 (Rev. 5-99) and Quality Assurance Through Attributes Program (GPO Pub. 310.0. effective May 1979 (revised April 1996).

**DISPUTES CLAUSE:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/printforms/pdf/contractdisputes.pdf](http://www.gpo.gov/printforms/pdf/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**QUALITY LEVEL: II**

**PRODUCT:** Plastic Coil Bound Books with Laminated Tab Dividers

**TITLE:** "Volunteer e-file Administrator Guide"

**QUANTITY:** 30,015 + (32) Quality Assurance Random Copies

**TRIM SIZE:** Cover & Text: 8-1/2 x 11"  
Tab Dividers: \*9 x 11" (\* includes 1/2 tab lip)

**PAGES:** 148 pages + 2 piece covers + 13 tab dividers.

**DESCRIPTION:**

Covers 1 & 4: Prints type, agency seal and solid image matter in PMS 285 (Blue) + PMS 109 (Yellow) plus flood gloss aqueous coating (no substitution). Ink and coating coverage 100% saturation, bleeds all edges. NOTE: Critical Registration is required. Cover 2 prints type in black ink. Cover 3 is blank.

Text: Prints type, lines and screen matter in black ink. Ink coverage is 50 – 60%, no bleeds.

Tab Dividers: Prints type matter in black on the face of the tab only (see “Binding” for lamination requirements).

NOTE: Covers 1 & 4 must be run on a minimum 2-color press with one single pass. High resolution digital printing (CTP) is acceptable as long as Quality Level 2 is maintained. Inkjet printing or color copying is not acceptable.

NOTE: Films are not required. If at the contractor's option films are used, the Government will not pay for new films due to Author's Alterations. The Government will pay for making digital corrections - not for new films. At the completion of the order, the contractor must provide the Government with storage media (same type of storage media as was originally furnished) containing corrected files in the same format as the original Government furnished material.

**STOCK:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

**Covers:**

JCP Code\* L11, No. 1 Coated Cover, Gloss-Finish, White (\*), Basis Size 20 X 26", Basis Weight 80#

**Text:**

JCP Code\* A60, Offset Book, White (\*), Basis Size 25 X 38", Basis Weight 50#

**Tab Dividers:**

JCP Code\* K10, Index, White (\*), Basis Size 25.5 X 30.5", Basis Weight 110#

(\*) NOTE: Previous printed sample to be used for stock likeness (color/weight/finish).

**INK:** If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) head-se ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production cost.

Covers: PMS 285 (Blue), PMS 109 (Yellow) and Black plus flood gloss aqueous coating (no substitution).

Text: Black

Tab Dividers: Black

**GOVERNMENT TO FURNISH:**

- One CD (see "Electronic Media" below).
- One previous printed sample to be used as a construction guide.
- One set of reduced face only color lasers (covers 1 & 4) and b/w lasers for balance to be used a visual for electronic file, and for content correctness. Visual contains colored leaves indicating the correct placement of tab dividers.
- One fillable PDF file of IRS Form 2040 (distribution list), and Excel file with full listing of direct shipments.
- One fillable PDF files of Form 6153 (carton label) for the vendor to complete electronically.

Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 6.0 Standard (or higher) software, NOT Adobe Reader, on a computer with e-mail capability.

The contractor is required to complete and e-mail IRS Form 2040 daily to the IRS when shipping begins. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Debby Heery @ (678) 547-3679 or Bob Ennis @ (678) 547-3678.

NOTE: The contractor MUST update the Electronic IRS Form 2040 and transmit via e-mail to IRS directly each day the product ships. Any delay or missed input could result in delay of payment.

-----ELECTRONIC MEDIA:-----

**PLATFORM:** Unknown

**ELECTRONIC MEDIA:** 1 CD

**SOFTWARE:**

Book - Page layout furnished via one PDF file. File name: P3189\_2008 press.pdf.

Tabs - One PDF file with 13 pages (electronic manuscript copy), one tab per page. File name: 3189 tabs\_vert press.pdf.

- File(s) may contain some low res images.
- Contractor must have the ability to edit PDF files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

**COLOR(s) Identified as:** Live image area is PMS 285, PMS 109 and/or Black as outlined in "DESCRIPTION".

**FONTs:** All fonts are embedded/embedded subset.

**OUT-PUT:** 150 line screen for all screens & halftones, 1200+ DPI for the remainder.

**ADDITIONAL INFORMATION:**

- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE OR MODIFY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS:**

CONTRACTORS ARE REMINDED THAT A PRE-PAID RETURN SHIP LABEL, VIA A TRANSPORTATION MEDIUM TO MAINTAIN SCHEDULE, MUST ACCOMPANY ALL PROOFS.

Proofs will be withheld not more than 2 days from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK" to print.

Deliver proof(s) and all GFM to: Agency at address indicated in Distribution section listed below.

Proofs are to be delivered to the department on/before November 7, 2008. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. Contractor must return all furnished materials with proofs. Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval.

**2 Sets of CONTENT / CONSTRUCTION PROOF'S:** Digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and bound/folded to the finished size/format of the final product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**BINDING:**

Tabs are 1/4th cut + 1/3 cut as follows: 1st full bank, 1-4 = 1/4 cut laminate in clear. 2nd bank 1-3 = 1/3 cut laminate in 315 Yellow. 3rd bank 1-3 = 1/3 cut laminate in 415 Blue and 4th bank 1-3 = 1/3 cut laminate in clear. Round corners of all tabs. CONTRACTOR to use the PDF on CD as electronic manuscript copy for all tabs. Set one to two typelines per tab - set in largest font to fit - match font size throughout tab run. Tabs must be reinforced by the lamination method of a single thickness of SEE ABOVE plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the divider, which shall lap over at least 10 mm(3/8") on the base sheet and extend at least 10 mm (3/8") beyond the tab end. The outer edge of the tab must be smooth. Binding edge to be reinforced on back with the same material (clear) extending the full 11" length and approximately 5/8" wide.

Punch suitably for plastic coil binding. Contractor to maintain sufficient margin to allow for punching without loss of copy. Trim covers & text all 4 sides.

Collate covers, text, tabs and bind along the 11" left side with a royal blue plastic spiral coils of sufficient size to accommodate text page, cover & tab leaf count.

**MARGINS:**

Covers 1 & 4: Contains 100% ink & coating coverage, inadequate gripper

Text: File setup. Adequate gripper.

Tab Dividers: Contractor to set type lines, center from right to left and maintain uniform margin at top (see previously printed sample as a guide). Adequate gripper.

**PACKING/LABELING AND MARKING:**

**PACKING:** Each carton should not exceed 28-32 lbs. in weight. Shipments must be packed in **UNIFORM** quantities per carton\*. Contractor must NOT deviate from these quantities.

All cartons must be packed solid with a maximum weight of 28-32 lbs. per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester type 51 mm to 76 mm (2 to 3") width, minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with 51mm to 76mm (2" to 3") paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

\*In some cases where, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton **MUST** be labeled accurately with the carton quantity (see **CARTON LABELING** for electronically correcting label quantity). Place that odd carton at the top of the load.

**CARTON LABELING:** Use of FORM 6153 is Mandatory! Contractor must read prior to producing or labeling cartons.

The following must be updated **ELECTRONICALLY** by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 6.0. **DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.**

Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach one label to each carton. NOTE: Carton labels contain barcodes; therefore, handwritten or dot matrix printing is NOT acceptable.

**Prior to producing labels contractor must contact the IRS for a new carton label** if any of the following fields are blank when the label is received:

- (a) Catalog number
- (b) Revision
- (c) Requisition number
- (d) Product number
- (e) Product title

**Fields for contractor to update electronically:**

- (a) Carton # of #
- (b) From Address
- (c) To Address
- (d) Carton Quantity \*
- (e) GPO Jacket Number: 726-313
- (f) IRS Requisition Number: 8-08793

\*For palletized shipments, all cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

**FAILURE OF THE CONTRACTOR TO UPDATE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.**

If a "0" is pre-filled in on the furnished PDF label, then contractor **MUST** change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field. All changes to the carton count field **MUST** be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press 'Print Labels' button. Warning: Once the print button is pressed, printing can not be cancelled. Be sure all information is correct prior to printing labels.

**PALLETS:** All motor freight shipments require pallets.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (see attachment #1 "IRS Pallet Specifications" sheet). Pallets must be 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS National Distribution Center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.

**PALLETIZING:** Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers (see attachment #1 "IRS Pallet Specifications" sheet). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

**PACKAGING AND PACKING PROBLEMS:** In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

**SCHEDULE:**

Furnished material will be available for pick up at the U.S. Government Printing Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318 on **November 5, 2008**

F.O.B. Destination: Deliver 30,015 copies to 12,619 different addresses\* as per the furnished Excel distribution file (name: P 3189.xls) on/before **November 21, 2008**.

**DISTRIBUTION (F.O.B. Destination):**

**Deliver (2) sets of proofs to:**

IRS, Attn: Debby Heery, Hollins Building, Room 201, Stop 061-N, 2970 Brandywine Road, Chamblee, GA 30341.

Deliver 30,015 copies to 12,619 different addresses\* as per the furnished Excel distribution file (name: P 3189.xls) on/before **November 21, 2008**.

Mail approximately 10-15 individual copies via 1st Class Mail (contractor to pre-pay) to approximately 10-15 APO/FPO destinations. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manual for Domestic Mail or International Mail as applicable.

\*NOTE: All parties can obtain an e-mail copy of the Excel Distribution file (name: P 3189.xls) prior to quotation deadline by e-mailing infoatlanta@gpo.gov with their request. Please include jacket number

in subject line, request "Distribution List" in body of e-mail, and include alternate e-mail address if other than the sending e-mail address.

Return all furnished material under separate cover (appropriately identified) by traceable means to:  
IRS, Attn: Debby Heery, Hollins Building, Room 201, Stop 061-N, 2970 Brandywine Road, Chamblee, GA 30341.

**QUALITY ASSURANCE RANDOM COPIES (32):** The contractor will be required to execute a certificate furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Purchase Order must be furnished along with the QARC's and Certificate of Selection. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket must be furnished with billing for reimbursement of certificate fee.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level II
- (b) Finishing (item related) Attributes - Level II

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Avg. Type Dimension/File Set-up
P-8. Halftone Match (Single and Double Impression)	File Set with 150 line screen out-put
P-9. Solid and Screen Tint Color Match	PMS

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional hundred or thousand copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

**SUBMIT BIDS TO:** U.S. Government Printing Office, 1888 Emery Street, NW, Suite 110, Atlanta, GA 30318.

**PAYMENT:** Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington D.C. 20401.



**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

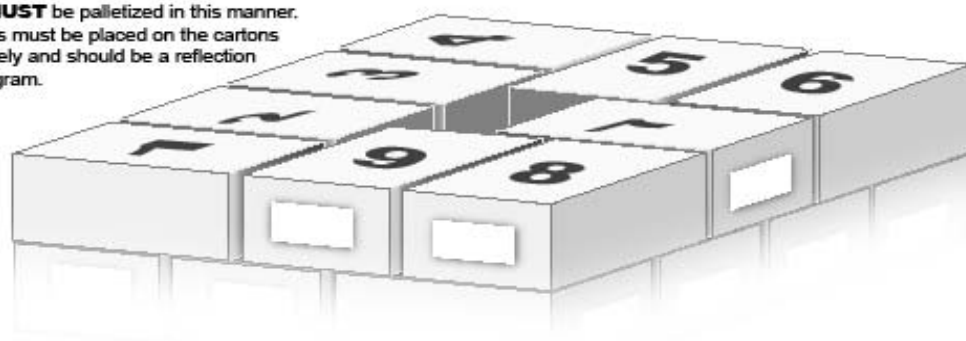
Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**FACSIMILE BIDS ARE ACCEPTABLE UNLESS OTHERWISE NOTED: ATLANTA FAX NUMBERS ARE 404-605-9185/9186.**



# Pallet Specifications

Cartons **MUST** be palletized in this manner.  
**ALL** labels must be placed on the cartons appropriately and should be a reflection of this diagram.



Maximum full pallet  
 (pallet + cartons) height  
**MUST NOT** exceed 55".

